

CHECKLIST FOR MINOR DEVELOPMENT CHANGES TO EXISTING COMMERCIAL/INDUSTRIAL SITES

Purpose

This standard has been prepared for the purpose of informing applicants of the submittal and review requirements for minor changes to existing commercial sites to assure proper and adequate information is presented in a consistent manner, thereby providing the basis for an efficient and timely review. The minor revisions to existing commercial sites are prepared in support of applications for building permits and related reviews.

The information that is requested establishes the basis upon which the project will be approved and could affect what is required of the property in the future, should there be a proposal for expansion or for a different use of the property. This standard does not waive any applicable city regulations or codes.

Applicability

This standard shall be used for minor changes to existing commercial sites such as but not limited to; expansions less than 25% in square footage of land area, floor area, lot coverage, or vehicular use area, modification to accessible vehicle parking, parking area restripe, etc. Applicability to be determined by Zoning and/or Engineering review staff via email or at PDSD review counter.

APPLICATION SUBMITTAL REQUIREMENTS

Development Package applications are available from PDSD. Completed applications and accompanying materials shall be submitted to PDSD. Incomplete or inaccurate applications will not be accepted. The types of documents and the specific number of copies required of each of the documents are on the PDSD website or may be obtained from PDSD. Resubmittals of development packages require a comment response letter that details how all previous comments have been addressed. Provide the same number of copies of the comment response letter as plans provided.

The following documents and information shall be submitted upon application:

1. A completed application signed by the property owner or authorized designed.
2. A development package must be prepared to the format and content requirements described herein.
3. Fees in accordance with Section 4-01.0.0, Development Review Fee Schedule or as determined on an hourly rate.

FORMAT REQUIREMENTS

1. Each sheet shall measure 24 inches by 36 inches and include a minimum one inch margin on left side and one-half inch margin on all other sides to facilitate efficient record keeping. A larger sheet format may be used with the approval of the Planning and Development Services Department (PDSD).

2. All mapped data shall be drawn at an engineering scale having no more than 50 feet to the inch. This scale is the minimum accepted to assure the plan will be legible during review and when digitized and/or reduced for record-keeping purposes. The same scale shall be used for all sheets within the set. Smaller scales (60:1 or greater) may be used for some or all of the sheets with the prior approval of PDSD when it is determined legibility and the ability to be digitized and/or reduced for archiving will not be affected.
3. All lettering and text (upper or lower case), and numbering, shall be a minimum of three-thirty-seconds inches in height to assure the plan will be legible during review and when digitized and/or reduced for archiving.
4. A title block shall be provided in the lower right quadrant of each sheet.
5. For an over-the-counter review the PDSD Development Package approval stamp shall be provided in the lower right quadrant of all sheets. The required stamp can be found at <http://pdsd.tucsonaz.gov/pdsd/development-permits> under Development Package. For electronic submittal provide a three-inch by five-inch space in the lower right quadrant of each sheet for the electronic approval stamp.
6. A small, project-location map shall be provided in the upper right corner of the cover sheet. This map shall cover approximately one square mile, be drawn at a minimum scale of three inch equals one mile, and provide the following information;
 - a. Show the subject property approximately centered within the one square mile area. Identify major streets within the square mile area and all streets that abut the subject property. Section, township, and range, north arrow, and the scale will be labeled.
7. The north arrow, and scale as applicable to each sheet should be placed together in the upper right corner of each sheet.
8. The plan drawing shall be oriented with north toward the top of the sheet. If it is not practical to orient north to the top of the sheet, the plan drawing shall be oriented with north to the left side of the sheet.
9. A legend that shows and describes all symbols used on the drawing is to be provided, preferably on the first sheet.
10. An index of sheets in the development package shall be provided on the first sheet.

CONTENT REQUIREMENTS

1. The name, mailing and email addresses, and phone number of the primary property owner of the site, the developer of the project, registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents shall be provided on the right half of the cover sheet. The applicable registration or license number shall be provided if prepared by or with the assistance of a registered professional, such as a surveyor, architect, landscape architect, or engineer. All sealing shall be consistent with Arizona Board of Technical Registration guidelines.
2. The title block shall include the following information and be provided on each sheet: The proposed name of the project, or if there is no name, the proposed

tenant's name. A brief legal description is to be provided. The page number and the total number of pages in the package (i.e., sheet xx of xx). The administrative street address and relevant case numbers (development package document, subdivision, rezoning, board of adjustment, DDO, MDR, DSMR, overlay, etc.) shall be provided adjacent to the title block on each sheet.

GENERAL NOTES

The following general notes are required. Additional notes specific to each plan are required where applicable.

1. "Existing zoning is ____."
2. List the gross area of the site by square footage and acreage.
3. Identify the existing and proposed use of the property as classified per the UDC. List all UDC sections applicable to the proposed uses.
4. Floor area for each building.
5. Percentage of gross floor area, land area, or vehicular use area expansion. If the building(s) or lot area have been previously expanded, those calculations shall be included.
6. When the proposed site is part of a larger site, the calculations encompass the entire site, whether existing or proposed. If the project is being phased, calculations must show that, at each phase, requirements are being met.

EXISTING SITE CONDITIONS:

1. Provide site boundary information, including bearing in degrees, minutes, and seconds, together with distances in feet, to hundredths of a foot, or other functional reference system.
2. All existing easements shall be drawn on the plan. The recordation information, location, width, and purpose of all easements on site will be stated.
3. The following information regarding existing private or public right-of-way adjacent to or within the site shall be provided: the name, right-of-way width, recordation data, type and dimensioned width of paving, curbs, curb cuts, and sidewalks.

INFORMATION OF PROPOSED DEVELOPMENT:

The following information on the proposed project shall be shown on the drawing or added as notes.

1. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) shall be indicated on the drawing with zoning boundaries clearly defined.
2. Show all motor vehicle off-street parking spaces provided, fully dimensioned. As a note, provide calculations on the number of spaces required (include the ratio used) and the number provided, including the number of spaces required and provided for the physically disabled. The drawing should indicate parking space locations for the physically disabled. A typical parking space detail shall be

provided for both standard parking spaces and those for the physically disabled. For information on parking requirements for the physically disabled, refer to adopted building and accessibility codes of the City of Tucson. Design criteria for parking spaces and access are located in Section 7.4.6, Motor Vehicle Use Area Design Criteria, of the UDC.

3. Show bicycle parking facilities fully dimensioned. For specifics, refer to Section 7.4.9, Bicycle Parking Design Criteria, of the UDC. Provide, as a note, calculations for short and long term bicycle spaces required and provided.
4. Show all loading zones, vehicle maneuverability fully dimensioned, and access route. Provide as a note the number of loading spaces required, the number provided, whether the loading space is a Type A or B as provided in UDC Section 7.5.4.
5. All proposed easements (utility, sewer, drainage, access, etc.) are to be dimensioned and labeled as to their purposes and whether they will be public or private. The easements may have to be recorded and the recordation information added to the development package prior to approval.
6. All applicable building setback lines, such as erosion hazard, floodplain detention/retention basins, and zoning, including sight visibility triangles, will be shown.
7. Provide the square footage and the height of each commercial, industrial, or business structure and the specific use proposed within the footprint of the building(s).
8. Show on-site pedestrian circulation and refuge utilizing location and the design criteria in Section 7-01.0.0, Pedestrian Access, of the Technical Standards Manual.
9. Show existing or proposed pedestrian circulation along abutting rights-of-way. Such sidewalks must comply with accessibility requirements for the physically disabled and the design criteria in Section 10-01.0.0, Street Technical Standards, of the Technical Standards Manual.
10. Show refuse collection areas, including locations of dumpsters, screening location and materials, and vehicle maneuverability, fully dimensioned, and access route. If dumpster service is not proposed, indicate type of service. For specific information on refuse collection, refer to Section 8-01.0.0, Solid Waste and Recycle Disposal, Collection, and Storage, of the Technical Standards Manual. Refuse collection on all projects shall be designed based on that section, even if collection is to be contracted to a private firm.
11. Indicate the locations and types of proposed signs (wall, free-standing, pedestal) to assure there are no conflicts with other requirements and that minimal locational requirements can be met. Indicate if there are any existing billboards on site. Compliance to the Sign Code, Chapter 3 of the Tucson Code, is required.
12. Show compliance with landscaping and screening requirements by locations, material descriptions, and dimensions. Specific plant or hardscape material shall be detailed on a landscape plan. A detailed landscape plan is required. In accordance with Section 2-11.0.0, Landscape Plan Requirements.